11 November 1977

MEMORANDUM FOR: Director of Data Processing

FROM   : ODP Ad Hoc MAG

SUBJECT   : Establishment of an ODP Management
                   Advisory Group

1. **Action Requested:** This memorandum contains a recommendation to establish a permanent ODP Management Advisory Group (MAG). This group is to serve as an advisory arm of the Director of ODP in the overall management of the Office.

2. **Functions:** The ODP MAG could conduct studies of problems and issues affecting the overall functioning of the Office of Data Processing. It may recommend courses of action to the Director or Deputy Directors of ODP, with whom it would meet at the most once a month for "feedback" sessions.

The ODP MAG would have no formal production responsibility, nor is it intended to replace existing formal command channels. Further, ODP MAG is not an appropriate body to hear specific individual personal grievances nor to perform in an internal "Inspector General" role.

3. **Benefits to be Derived:** It is hoped and anticipated that the ODP MAG may produce these benefits to the ODP Management and Career Development Programs:

-- A better dialogue between Office managers and personnel with varied backgrounds and perspectives.

-- A readily available committee to conduct studies as the D/ODP desires.

-- An opportunity for line personnel to deal with broad office issues in the policy and management areas.

-- A general widening of two-way communi-
cation channels on an Office-wide basis.

-- An opportunity to expose promising
personnel to ODP capabilities, problems,
and limitations.

-- An opportunity for all grade levels to
voluntarily work on a committee.

-- A chance for more ideas to surface
regarding both Office problems and
possible solutions.

4. Structure: The ODP MAG will consist of seven (7)
non-managerial employees from the Office of Data Processing.
New members will be selected by the current ODP MAG from a
list of volunteers. The group selection will be across
grade levels in anticipation of giving representation to
all job categories in ODP. The recommended structure is
one selectee from each grade range and a selectee-at-large.
The grade ranges are as follows:

13-12
12-11
11-9
9-7
7-5
6-4

Each member will serve a one year term. Rotation will be
at four (4) month intervals.

5. Cost: The minimum cost to Office of Data
Processing would be seven (7) manhours per month. This
figure would vary according to tasking.

6. Recommendation: It is recommended that you
approve the permanent ODP Management Advisory Group.

STAT

Chairman, ODP, Ad Hoc MAG

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